



## **AGREEMENT FOR PIGGYBACK PURCHASE**

THIS AGREEMENT FOR PIGGYBACK PURCHASE is made and entered into by and between the Lee County Board of County Commissioners, a political subdivision of the State of Florida ("County") and Workscapes, Inc., a Florida corporation hereinafter referred to as the "Vendor".

WHEREAS, the Vendor entered into a Purchasing Agreement with City of Charlotte, North Carolina, Contract Number 202000062, through their Solicitation No. RFP269-2019-105 on the 1<sup>st</sup> day of January 2020 for furniture, installation, and related products and services ("Agreement"); and

WHEREAS, the Agreement is eligible for piggyback purchases; and

WHEREAS, the County desires to make purchases from the Vendor under the same terms and conditions of the Agreement..

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

The County and the Vendor agree to be bound by the terms and conditions of the Agreement with respect to the County's purchases of furniture, installation, and related products and services from the Vendor during the term of the Agreement from the effective date and any renewals or extensions thereof, except that Florida law shall govern this Agreement including but not limited to Chapter 119, Florida Statutes, regarding public records, and Section 768.28, Florida Statutes, regarding sovereign immunity. The venue for all disputes will be Lee County, Florida. The effective date shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the Vendor.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last below written.

WITNESS:

Signed By: *Kelly Jones*  
Print Name: Kelly Jones

Workscapes, Inc.

Signed By: *[Signature]*  
Print Name: Elizabeth A Drorak, CEO  
Title: CEO  
Date: 3/18/24

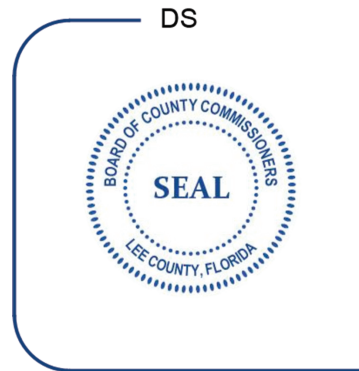
LEE COUNTY

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

DocuSigned by:  
Signed By: *Mike Greenwell*  
AD51A9A2E8F943C...  
Print Name: Mike Greenwell  
Title: Chair  
Date: 4/5/2024 | 9:24 AM EDT

ATTEST:  
CLERK OF THE CIRCUIT COURT

BY: *Melissa Butler*  
B72C163D219C464...  
DEPUTY CLERK



APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

BY: *Amanda L. Swindle*  
EC9B5A5584DD473...  
OFFICE OF THE COUNTY ATTORNEY



**AGENDA ITEM REPORT**

**DATE:** April 2, 2024  
**DEPARTMENT:** Facilities Construction and Management  
**REQUESTER:** Ehab Guirguis  
**TITLE:** Approve Piggyback Purchase of Furniture for Public Works Remodeling

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB240232NAT to utilize pricing on the Omnia/City of Charlotte NC. Contract No. 202000622 for Furniture, Installation, and Related Products and Services with Herman Miller, Inc., for the purchase of furniture, installation, and related products, in the amount of \$808,280.59.

**II. ITEM SUMMARY**

Approves the piggyback purchase of furniture to use pricing from the Omnia/City of Charlotte, NC contract with Herman Miller, Inc. New furniture is being purchased to remodel the 3rd floor of the Public Works building for the Transportation, Natural Resources, and Utilities departments.

The purchase amount is \$808,280.59. A market analysis was completed, and the purchase under this contract will represent a savings of 65.36%, equating to monetary savings of \$1,525.425.41.

This planned and budgeted project will be funded through the Lee County Utilities Operating and General Funds.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

Facilities Construction and Management submitted a Request to Initiate a Piggyback Purchase from a Cooperative Procurement Contract issued by Omnia Partners and the City of Charlotte, NC.

Procurement Management performed due diligence on the contract to ensure the procurement was done properly and meets the requirements of the State of Florida and Procurement Management Ordinance.

A market analysis was also completed to show the anticipated cost savings to the county when utilizing this contract for this furniture purchase.

B) Policy Issues

C) BoCC Goals

D) Analysis

New furniture is being purchased for the Department of Transportation (DOT), Natural Resources, and Utilities departments as part of the remodeling project for the third floor in the Public Works building. The cost of furniture for Lee County Utilities, in the amount of \$352,665.14 will be funded through Utilities operating budget. The furniture purchase for DOT and Natural Resources, in the amount of \$455,615.45, will be funded through the General Fund.

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$808,281
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Lee County Utilities Operation and General Funds Program: Major Maintenance Project Project: Public Works 3rd Floor Remodeling - Furniture Account Strings: OD5360748700 and 40896300100	
G)	Fund Type?	General Fund, Other: LCU - Utilities Operating Budget
H)	Comments: Utilities: \$352,665.14 Transportation: \$263,551.84 Natural Resources: \$192,063.61	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

Once the vendor receives the purchase order, it will take approximately ten weeks for delivery and installation.

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Vendor Signed PB Agreement</a>	3/20/2024	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Facilities Construction and Management	Tucker, Mary	Approved	3/20/2024 - 10:55 AM
Facilities Construction and Management	Guirguis, Ehab	Approved	3/22/2024 - 10:53 AM
Budget Services	Guttery, Angela	Approved	3/22/2024 - 11:35 AM
Budget Services	Winton, Peter	Approved	3/22/2024 - 1:18 PM
County Attorney	Swindle, Amanda	Approved	3/22/2024 - 2:08 PM
County Manager	Codie, Robert	Approved	3/25/2024 - 8:53 AM

**Certificate Of Completion**

Envelope Id: FA75972A3DF747268F5DAC29EB9E417B	Status: Completed
Subject: Board Approved Contract-Routing-Solicitation #PB240232NAT Workscapes Inc	
Source Envelope:	
Document Pages: 2	Signatures: 3
Supplemental Document Pages: 7	Initials: 0
Certificate Pages: 6	
AutoNav: Enabled	Stamps: 1
Envelope Stamping: Enabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Envelope Originator: Connie Prevatte  2115 Second St, First Floor Fort Meyers, FL 33901 cprevatte@leegov.com IP Address: 208.89.76.205

**Record Tracking**

Status: Original 4/3/2024 9:23:08 AM	Holder: Connie Prevatte cprevatte@leegov.com	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Risk risk@leegov.com Risk Program Manager Self-Insured Signing Group: Risk Management Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 208.89.76.207	Sent: 4/3/2024 9:26:08 AM Viewed: 4/3/2024 10:27:05 AM Signed: 4/3/2024 10:55:54 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Amanda L. Swindle aswindle@leegov.com Senior Assistant County Attorney Security Level: Email, Account Authentication (None)	<p>DocuSigned by: <i>Amanda L. Swindle</i> EC9B5A5584DD473...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 208.89.76.205</p>	Sent: 4/3/2024 11:18:17 AM Viewed: 4/4/2024 3:09:58 PM Signed: 4/4/2024 3:10:05 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 6/12/2023 8:44:28 AM  
ID: b303ddc7-cc40-4de9-9997-26ff5e9a51e3

Mike Greenwell dist5@leegov.com Chair Lee County BoCC Security Level: Email, Account Authentication (None)	<p>DocuSigned by: <i>Mike Greenwell</i> AD51A9A2E8F943C...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 208.89.76.203</p>	Sent: 4/4/2024 3:14:20 PM Viewed: 4/5/2024 9:23:55 AM Signed: 4/5/2024 9:24:37 AM
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**Electronic Record and Signature Disclosure:**  
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Melissa Butler mbutler@leeclerk.org Deputy Clerk Lee County Clerk of Courts Signing Group: Minutes Security Level: Email, Account Authentication (None)	<p>DocuSigned by: <i>Melissa Butler</i> B72C163D219C464...</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 198.184.170.4</p>	Sent: 4/5/2024 9:24:39 AM Viewed: 4/5/2024 9:40:03 AM Signed: 4/5/2024 9:40:15 AM
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Erica Temerario  
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Lauren Schaefer  
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Tina Boone  
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Legal Administrative Specialist, Sr  
Lee County BoCC  
Signing Group: County Attorney's Office  
Security Level: Email, Account Authentication  
(None)

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Sent: 4/3/2024 11:18:18 AM

Electronic Record and Signature Disclosure:  
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Mike Greenwell  
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Stacey Rohland  
srohland@leegov.com  
District 5 Executive Assistant  
Lee County BoCC  
Signing Group: District 5 - Chairman  
Security Level: Email, Account Authentication  
(None)

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Electronic Record and Signature Disclosure:  
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Connie Prevatte  
cprevatte@leegov.com  
Security Level: Email, Account Authentication  
(None)

**COPIED**

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	4/5/2024 9:40:03 AM
Signing Complete	Security Checked	4/5/2024 9:40:15 AM
Completed	Security Checked	4/5/2024 9:40:17 AM

Payment Events	Status	Timestamps
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Lee County BOCC-Procurement Management (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Lee County BOCC-Procurement Management:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [mpatterson@leegov.com](mailto:mpatterson@leegov.com)

### **To advise Lee County BOCC-Procurement Management of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [mpatterson@leegov.com](mailto:mpatterson@leegov.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Lee County BOCC-Procurement Management**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [mpatterson@leegov.com](mailto:mpatterson@leegov.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Lee County BOCC-Procurement Management**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [mpatterson@leegov.com](mailto:mpatterson@leegov.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lee County BOCC-Procurement Management as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lee County BOCC-Procurement Management during the course of your relationship with Lee County BOCC-Procurement Management.